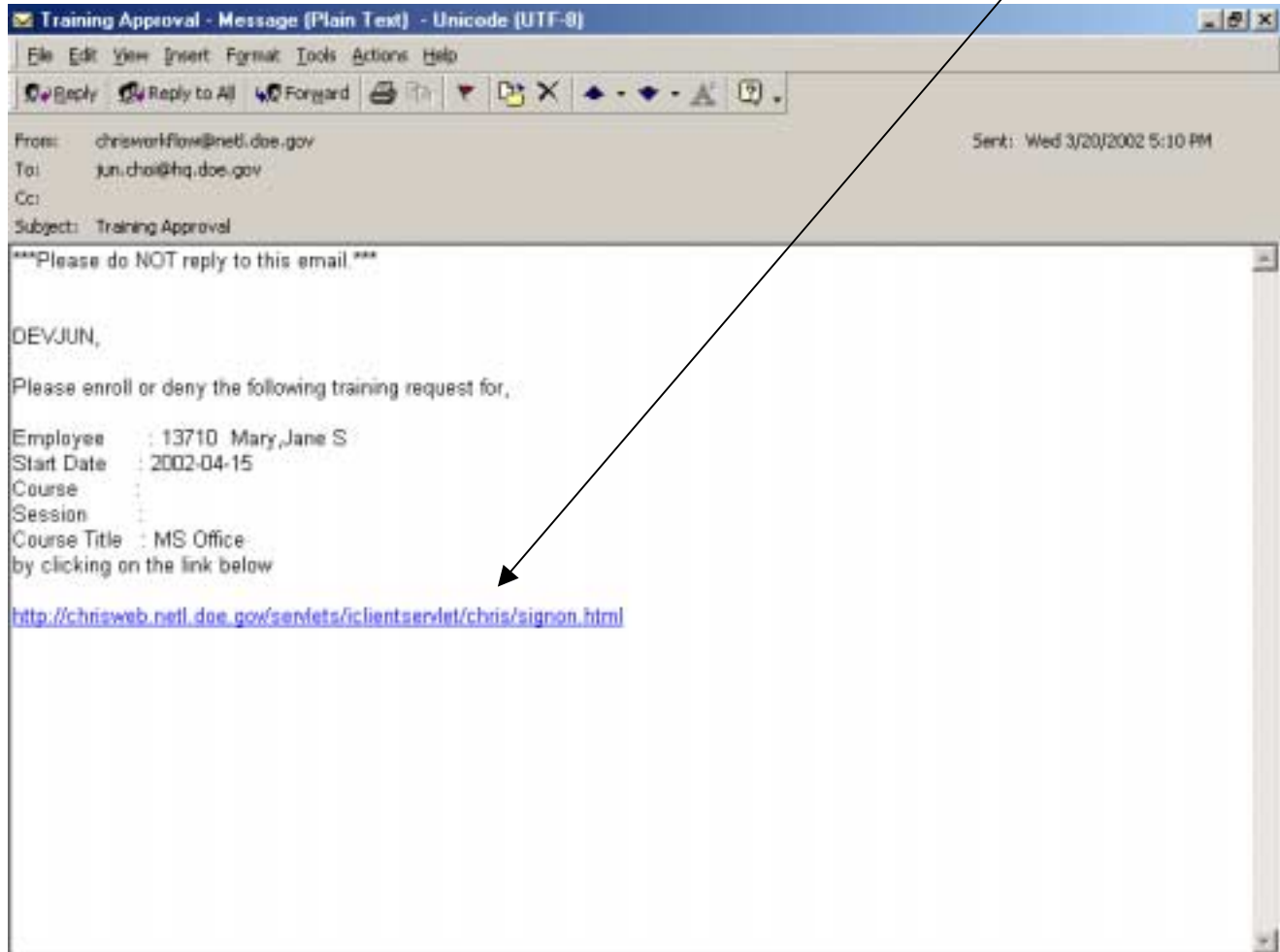


# Instructions For Training Workflow Processors

## STEP 1:

You will receive an email notification to process an employee's training request(s). Select the link in the email to access CHRIS.



# Instructions For Training Workflow Processors

## STEP 2:

Enter your CHRIS User ID and Password. Note: User ID and Password are case sensitive.

Language: [English](#) [Español](#) [Français](#)  
[Italiano](#) [Deutsch](#) [Français du Canada](#)  
[日本語](#) [Português](#) [Nederlands](#)  
[繁體中文](#) [বাংলা](#)

User ID:

Password:

[Sign In](#)

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# Instructions For Training Workflow Processors

## STEP 3:

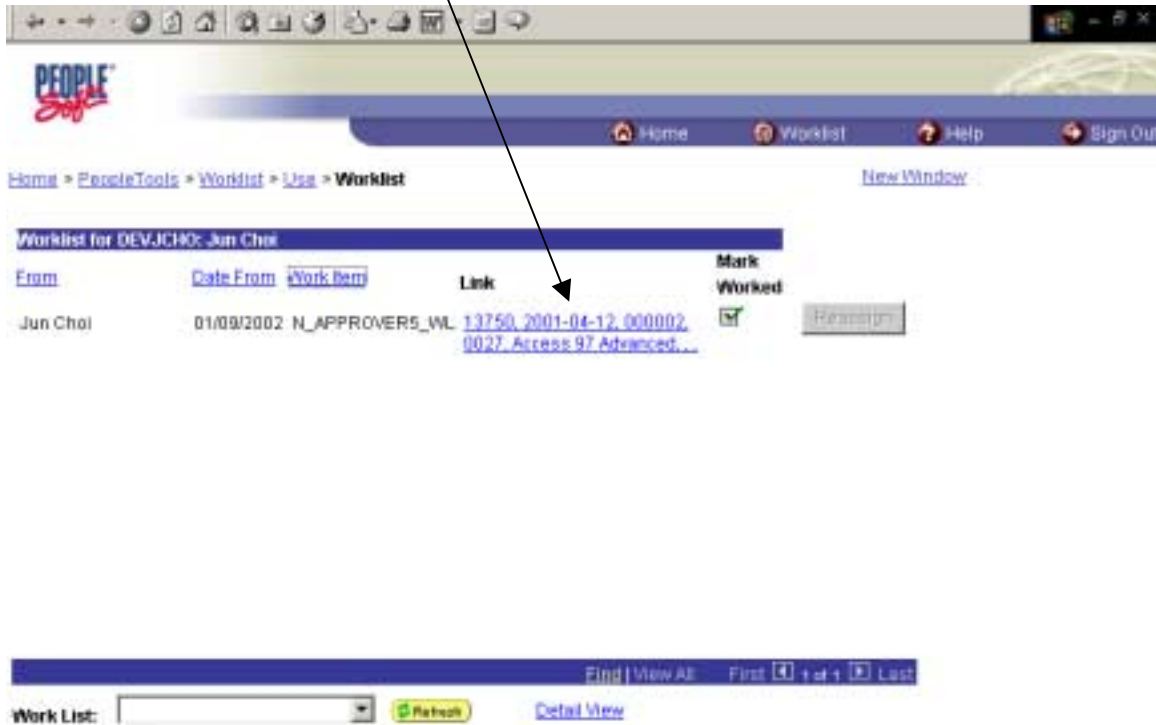
Training Processors will have access to Develop Workforce, Training Workflow, and Worklist. You should click on **Worklist** to retrieve all training requests.



# Instructions For Training Workflow Processors

## STEP 4:

This example shows that the processor has one training request to process for employee 13750. To process the training request, click on the link.



**NOTE:** "Date From" reflects the date the action was placed on your Worklist.

## Instructions For Training Workflow Processors

### STEP 5:

Note that you are now in the employee's CHRIS training record. However, you may have to navigate to the specific training request. Verify that you are on the correct record by using the information provided in the email.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Administer Training > Use > Student Training [New Window](#)

Course Student Enrollment Training Request Data Payment Information Demand from Budget Training Tuition Expenses

Course Information View All 6 of 20

Mary Jane S EmpID: L0001

Workflow Entry ☒

Course Code: 000002 Course Title: Access 97 Advanced

\*Internal/External: Internal Facility: Knowlgy-MD Language:

Session #: 0029 Min: 2 Max: 7 # Enrolled: 1 # Waiting: 0

Start Date: 06/21/2001 Start Time: 9:00AM End Time: 4:00PM

End Date: 06/21/2001

☐ Contd Service Agreement reqd Print SF102

Student Information

☐ Prerequisites Met Date Needed: 03/20/2002

\*Attendance: Request Status Date: 03/20/2002 [Training Manual](#)

\*Training Reason: Development

Grade: Letter Code: Letter Dt:

## Instructions For Training Workflow Processors

### STEP 6:

Complete all of the required information on all Tabs and Save as usual. Once the record has been saved, an email notification will be sent to the employee.

The screenshot displays the PEOPLE Soft Training Request Data form. The form is divided into two main sections: Course Information and Student Information. The Course Information section includes fields for Course Code (000002), Internal/External (Internal), Session # (0020), Start Date (06/21/2001), End Date (06/21/2001), Course Title (Access 97 Advanced), Facility (Knowlgy-MD), Language, Min (2), Max (7), # Enrolled (2), # Waiting (0), Start Time (9:00AM), End Time (4:00PM), and a checkbox for Contd Service Agreement reqd. The Student Information section includes fields for Attendance (Enrolled), Training Reason (Development), Date Needed, Status Date (03/20/2002), Grade, Letter Code, and Letter Dt. A Save button is located at the bottom left of the form. An arrow points from the text 'Save as usual' in the instructions to the Save button.

PEOPLE Soft

Home Worklist Help Sign Out

Course Student Enrollment Training Request Data Payment Information Demand from Budget Training Tuition Expenses

Course Information L0001 View All 6 of 20

Mary, Jane S EmpID:

Workflow Entry ☐

Course Code: 000002 Course Title: Access 97 Advanced

\*Internal/External: Internal Facility: Knowlgy-MD Language:

Session #: 0020 Min: 2 Max: 7 # Enrolled: 2 # Waiting: 0

Start Date: 06/21/2001 Start Time: 9:00AM End Time: 4:00PM

End Date: 06/21/2001

☐ Contd Service Agreement reqd Print SF182

Student Information

☐ Prerequisites Met Date Needed:

\*Attendance: Enrolled Status Date: 03/20/2002 [Training Manual](#)

\*Training Reason: Development

Grade: Letter Code: Letter Dt:

Save

## Instructions For Training Workflow Processors

### STEP 7:

To review information entered by the employee through the Workflow Training Request, click on the Workflow Remarks tab.

The screenshot displays the PEOPLE Soft web application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this, a breadcrumb trail reads: Home > Develop Workforce > Administer Training > Use > Student Training. A 'New Window' link is visible in the top right corner. The main content area features several tabs: Payment Information, Demand from Budget Training, Tuition Expenses, Signatures and Org Address, and Workflow Remarks. The 'Workflow Remarks' tab is currently selected. Below the tabs, a header section displays 'Mary Jane S' and 'EmpID: 13710'. A 'Remarks' section includes a 'View All' link and a list of items. The first item is a training request with the following details: Course Code: 000002, Access 97 Advanced, Internal, Session Nbr: 0029, Status: Enrolled, Start/End Date: 06/21/2001, and Grade: . Below this, there is a large text area for 'Remarks' and two sections for cost estimation: 'Est Direct Costs' (Tuition, Books, Materials, Other) and 'Indirect Costs' (Travel, Per Diem, Other). Each cost field has a corresponding input box.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Administer Training > Use > Student Training

New Window

Payment Information Demand from Budget Training Tuition Expenses Signatures and Org Address Workflow Remarks

Mary Jane S EmpID: 13710

Remarks View All

Course Code: 000002 Access 97 Advanced Internal Session Nbr: 0029  
Status: Enrolled Start/End Date: 06/21/2001 06/21/2001 Grade:

Remarks:

Est Direct Costs

Tuition:   
Books:   
Materials:   
Other:

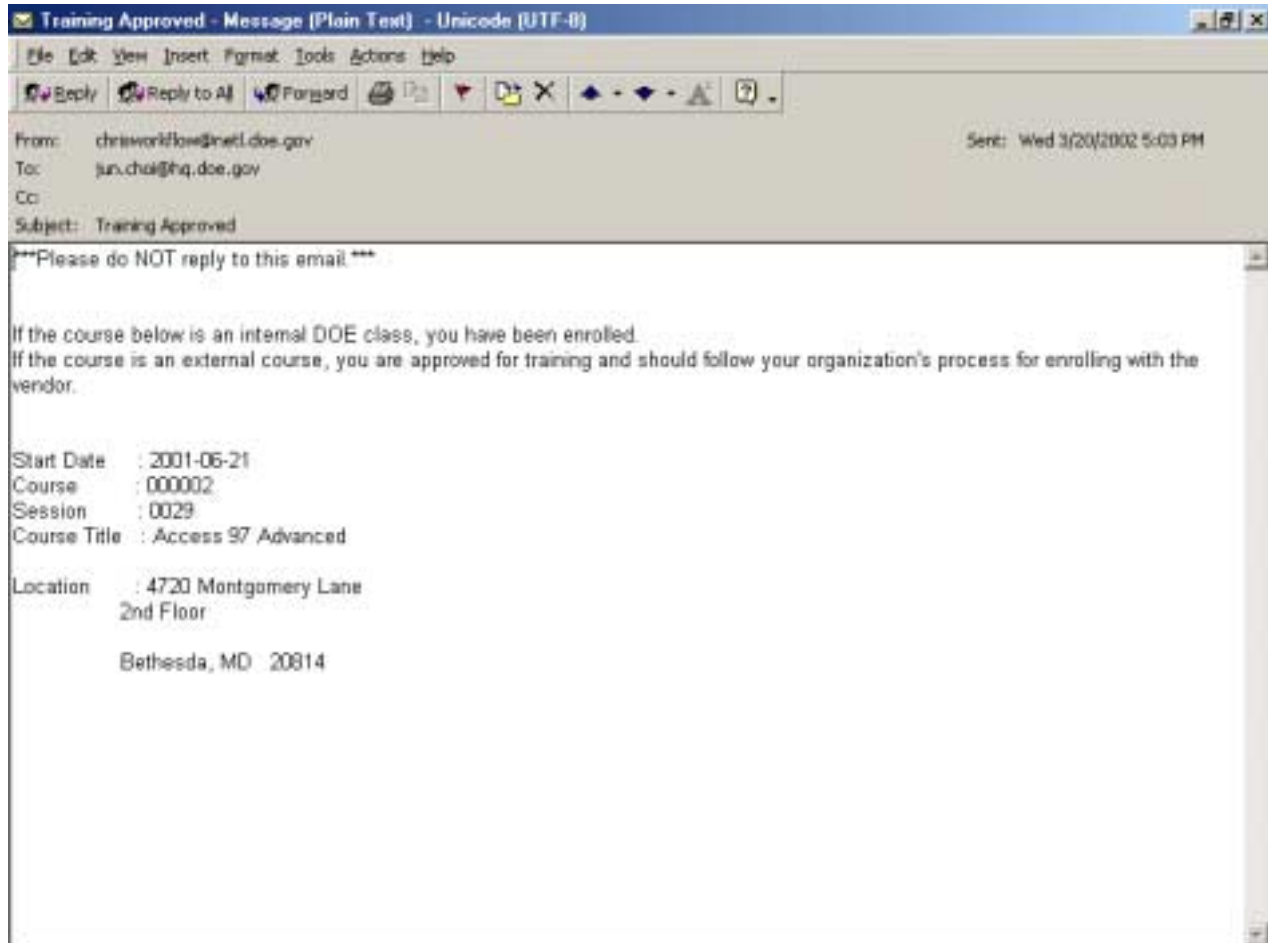
Indirect Costs

Travel:   
Per Diem:   
Other:

## Instructions For Training Workflow Processors

### STEP 8:

Once you process the training request, the employee will receive an email notification that he/she has been enrolled.





# Instructions For Training Workflow Processors

## STEP 9:

If you deny the training request, the employee will receive an email notification that the training was denied.

